



**The Montana Comprehensive Assessment System**

**MontCAS**

**Criterion-Referenced Test (CRT)**

**TEST ADMINISTRATOR'S MANUAL**

Grades 3–8 and 10

Spring 2009



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## **Important Spring 2009 Dates**

**March 2 through 25:  
CRT test administration window**

**Thursday, March 26  
The deadline to return test materials to your school test coordinator**

## **Test Security**

All test items and responses to those items in the Montana Comprehensive Assessment System Criterion-Referenced Test are secure materials and may not be copied or duplicated in any way or retained in the school after testing is completed.

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## Checklist for Test Administrators

### BEFORE TESTING:

- Receive training on test security, test administration, handling of test materials, and accommodations.
- Receive a copy of test security information for teachers from OPI.
- Read all directions for test administration in this manual.
- Meet with your school test coordinator to plan testing schedules, review procedures, and discuss any questions you may have.
- Check your test materials to be sure you have enough for the students you will be testing. Notify your school test coordinator if you are missing any materials or have defective materials.
- Obtain student barcode labels from your test coordinator and affix them on the appropriate space provided on the front cover of the Student Response Booklet.
- Notify students of the testing and request that they have #2 pencils for every test session.
- Help your school test coordinator notify students and parents about the testing program.
- Secure #2 pencils, scratch paper, and calculators. (Make sure school-owned or student-owned calculators, such as a four function calculator that students are familiar with, are available.)
- Obtain accommodation information needed to complete page 2, section 2, of the Student Response Booklets after testing, if applicable.

### DURING TESTING:

- Maintain test security.
- Post a “testing” sign on your classroom door.
- Write your name, school name, and school code on the chalkboard.
- Be sure that all students have a comfortable and adequate work space.
- Monitor students’ handling of tests and Student Response Booklets to keep the booklets in good condition.
- Administer makeup tests or tests for students who require accommodations, if you are assigned to do so.

### AFTER TESTING:

- Code accommodation information on page 2, section 2, of each Student Response Booklet, if applicable.
- Verify that a Student Response Booklet was completed for every student in your class.
- Attach an explanatory note to each Student Response Booklet that needs special handling and place this material at the top of the stack you are returning to your school test coordinator.
- Place the used Student Response Booklets in the large white envelope labeled “For Return of Used Answer Documents.” **Do not seal this envelope.**
- Return all test booklets, the large white envelope containing used Student Response Booklets and all other secure test materials to your school test coordinator on or before Thursday, March 26, 2009.

## Structure and Format of the Test

The MontCAS Criterion-Referenced Test (CRT) is a comprehensive assessment covering a broad range of objectives in reading, mathematics, and science.

All students in grades 3–8 and 10 will take the reading and mathematics portions of the CRT. Students in grades 4, 8, and 10 will also take the science portion of the test. Each student will record answers to all portions of the test in a single Student Response Booklet except grade 3 students, who will record their answers directly in their test booklets. Directions for administering tests are given in the *Test Administrator's Manual*. Students may underline words and/or use a highlighter in their test booklets. Scrap paper may be provided to students to assist them during testing. All scrap paper must be shredded after each test session.

In the CRT, the pool of test items is divided into two categories. A portion of the assessment consists of common items, which appear in all forms of the test and are taken by all students. The remainder of the item pool consists of field-test items. The field-test items are divided among eight different forms of the test; each student completes one form. The method of field testing allows for the annual release of items. Student, school, system, and state results are based only on the common items.

### The CRT includes:

- multiple-choice items, which require students to select the correct answer from four possible responses.
- short-answer items (mathematics test only), which require students to write out their answers.
- constructed-response items, which require students to write a brief (half-page) response or to show the solution to a problem. These items take approximately 5–10 minutes to answer.

## About the Test

The CRT may be quite different from other standardized tests you have administered. These differences include the following:

- The reading selections may be longer than the selections in traditional tests.
- Short-answer items require students to generate their answer rather than choosing from several answers.
- The constructed-response and short-answer items require students to generate and explain their answers.
- Some mathematics sessions refer to a “Mathematics Reference Sheet,” which is provided for each student and may include a punch-out ruler or protractor, and formulas that students may need to answer items. Mathematics Reference Sheets are not secure and may be used in the classroom after testing has been completed.
- Some mathematics test sessions are called “calculator” test sessions. The items in these test sessions assess students’ problem-solving skills. The computation burden for students will be reduced if calculators are used, permitting students to demonstrate their problem-solving skills more accurately. We recommend that students use calculators that are familiar to them (their own or class calculators). This will ensure that students are comfortable during the test and not burdened by unfamiliar calculator functions. Computation skills are assessed in “no-calculator” test sessions. For a schedule of calculator use, please see Appendix A on page 34.

## Universal Test Design

The Criterion-Referenced Test (CRT) was developed and designed using the principles and concepts of “universal test design.” Universal test design ensures access to tests for all students by ensuring that test items assess the knowledge and skills in the most simple and straightforward manner possible and the test format presents the items in the most uncomplicated way possible. The CRT is an untimed test, although there are suggested times and guidelines.

## Test Security

Test coordinators and administrators are prohibited from disclosing the contents of CRT assessments. Under no circumstances should test booklets or marked Student Response Booklets be circulated among faculty, administrators, or other persons.

Any concern about breaches of test security or noncompliance with test administration procedures must be reported immediately to the principal, system test coordinator, and state assessment director. All system test coordinators and school principals will receive *OPI Guidelines and Procedures for Test Security*. This OPI publication outlines reporting procedures and should be made available to system superintendents, principals, and test administrators.

## Students to Be Tested

- **ALL** classroom students in grades 3–8 and 10 enrolled in accredited public and private Montana schools are required to participate.
- Students who are eligible for the alternate assessment are not excluded from testing; instead, they participate in the alternate assessment (CRT-Alternate.)
- Students who have been identified as having Limited English Proficiency (LEP) must take the CRT. For their first year in the United States, LEP students are required to participate only in the mathematics and science assessments, they are excluded from the reading assessment. First-year LEP students may take the reading assessment; however, their scores will not be included in the calculation of averages. First-year LEP students may instead take a language test selected by their school. Please send the results to Judy Snow, state assessment director, at OPI.
- Part-time students must be included in the CRT if they are enrolled in the district for 180 hours or more for the school year and if they have not reached the age of 19. Part-time students enrolled less than 180 hours in a mathematics course, a reading course, or a science course may participate in the CRT, but their scores will not be included in the calculation of averages.
- Home-schooled students may participate in the CRT at the request of a parent. Home-schooled students must be tested at a local school during the regular testing period; they may not be tested at home. Arrangements should be made through the county superintendent. For schools with home-schooled students participating in testing, the following are directions for completing their Student Response Booklets:
  - Page 1: Complete the “Student Name”, “School Code”, “Form Number”, and “Birth Date” boxes.
  - Page 2: Complete Section 1, “Student not enrolled”.
  - Complete Section 2, if applicable.
- Students in private schools not accredited by the Montana Board of Public Education may participate in the CRT.

Page 1: Complete the “Student Name”, “School Code”, “Form Number”, and “Birth Date” boxes.

Page 2: Complete Section 3, “Student enrolled”

- All suspended students are expected to participate and will be counted in district and school reports.

Students absent during testing Test administrators must keep a list of students absent during regularly scheduled test sessions. These students must be scheduled for makeup test sessions within the testing period (March 2–25). Students who are not administered makeup tests during the test administration window will receive a scaled score of 200 (novice) that will be included in school averages. A used Student Response Booklet must be completed for all students, including students who were absent during the entire testing window.

Large-print Large-print test booklets are enlarged editions (using 18-point font) of the CRT test booklets. Students may write directly in the large-print test booklets. Test administrators are *required* to transfer each student’s answers from the large-print test booklet to a Student Response Booklet and **code accommodation #27** in the appropriate boxes on page 2 of the Student Response Booklet. Not transferring answers will result in the lowest possible score (200/novice). Grade 3 students’ answers must be transferred to standard-sized Student Response Booklets as well.

Braille Montana treats the Braille version of the CRT as a standard test accommodation. Test administrators are required to transfer each student’s answers from the Braille test booklet to a Student Response Booklet and **code accommodation #26** in the appropriate boxes on page 2 of the Student Response Booklet. Not transferring answers will result in the lowest possible score (200/novice).

Any student who is enrolled on the count date in AIM, but for whom there is no Student Response Booklet returned, will be assigned a novice score that will be included in the school’s average.



## STUDENTS ELIGIBLE FOR REPORTING EXCLUSIONS

(from Calculation of Averages)

EXCLUDED FROM AVERAGES	MUST PARTICIPATE	MAY PARTICIPATE
Foreign exchange students	Yes	
Students not enrolled in an accredited Montana school		Yes
Students enrolled in a private accredited school	Yes	
Students enrolled in a private non-accredited school		Yes
Students not in school entire academic year	Yes	
Students not in system entire academic year	Yes	
Students enrolled part-time (less than 180 hrs.) taking a mathematics, reading, or science course		Yes
First year LEP students may be excluded from the reading assessment only. If they do not participate in the CRT reading assessment, they may instead take a language test selected by their school. Results must be sent to Judy Snow, state assessment director. They must participate in the CRT mathematics and science tests.	Yes (mathematics and science tests only)	

### Determining How Students Will Participate in the CRT or CRT-Alternate

All students with special needs participate in the CRT assessment program, either by taking the regular CRT or CRT-Alternate Assessment if they meet the eligibility criteria. Students with special needs and LEP students are often given test accommodations. All persons administering assessments to special education students should be familiar with the assessment guidelines that are part of each student's IEP and with the allowed state-assessment accommodations. Test accommodations are generally derived from a student's IEP. Any students may be given test accommodations as long as they parallel the accommodations routinely used for that student in daily instruction and assessments and do not invalidate the purpose of the test. An accommodation is considered routine if it is part of the student's classroom work and assessment three months prior to testing.

CRT-Alternate Assessment results are classified into the same four performance categories as regular CRT assessment results. This allows the results for alternately assessed students to be aggregated with the scores of other students for the performance classification of schools and districts under the No Child Left Behind Act.

OPI has established goals for the performance of children with challenging disabilities that are consistent, to the maximum extent appropriate, with the goals and standards for the performance of nondisabled children. Therefore, the CRT-Alternate Assessment is a performance-based test that is aligned with Montana's content standards and expanded benchmarks. The inclusion of students with disabilities in the assessment and accountability system is critical to ensure appropriate allocation of resources and learning opportunities for these students. The CRT-Alternate Assessment was designed for the less than one percent of the student population for whom traditional assessments, even with accommodations, would be an inappropriate measure of progress.

#### **Completion of the CRT-Alternate Assessment**

- ensures that students with significant challenges will be represented in school achievement data;
- provides multiple ways for IEP teams (including general and special education teachers, support services, families, and students) to measure progress on relevant student outcomes;
- encourages student choice and decision-making in learning as well as evaluation of student work;
- merges instructional and assessment activities; and
- builds support for meaningful participation in appropriate general education curriculum.

### **CRT Accommodations**

The *2009 OPI Guidelines for Accommodations* and the accommodations training PowerPoint are included on the CRT Training CD provided to each system and school in the first shipment received in early February 2009 from Measured Progress. The Guidelines and PowerPoint are both online at: [www.opi.mt.gov/Assessment/Phase2.html#Accom](http://www.opi.mt.gov/Assessment/Phase2.html#Accom).

#### **Standard Accommodations**

Standard accommodations are available to all students on the basis of individual needs and regardless of disability status. Decisions regarding standard accommodations should be made by the student's educational team on an individual basis, consistent with either previous accommodation decisions for the student or current educational needs. Making accommodations decisions on a group basis rather than on an individual basis is not permitted. Any accommodation(s) must be consistent with those used during the student's regular classroom instruction and assessment for at least three months prior to testing.

#### **Nonstandard Accommodations**

If a student uses an accommodation that results in an invalid score (i.e., a nonstandard accommodation), the student is considered a nonparticipant when calculating the participation rate for AYP purposes. In addition to the student being considered a nonparticipant, the student's score from the assessment is not included in calculating the proficiency rate for AYP.

- Nonstandard accommodations can be provided for a student with disabilities only if the accommodations are specified in the student's IEP.
- If a student is administered the test with a nonstandard accommodation in a specific content area (reading, mathematics, or science), the student will not be counted as a participant for AYP determinations in that content area. The nonstandard accommodation used must be coded in the appropriate boxes on page 2 of the Student Response Booklet. The student's results for that content area (reading, mathematics, or science) will not be calculated in the averages for AYP determination.

The Individuals with Disabilities Education Act (IDEA) requires that all students participate in the statewide assessment. This requirement applies whether or not the student takes the test with a nonstandard accommodation.

## Standard CRT Accommodations

(Code all that apply after testing)

SCHEDULING ACCOMMODATIONS
1. Change in Administration Time: Test is administered at a time of day or a day of the week based on student needs.
2. Session Duration: Test is administered in appropriate blocks of time for individual student needs, followed by rest breaks.
3. N/A
SETTING ACCOMMODATIONS
4. Individual Administration: Test is administered in a one-to-one situation.*
5. Small Group Administration: Test is administered to a small group of students.*
6. Reduce Distracters: Student is seated at a carrel or other physical arrangement that reduces visual distraction.
7. Alternative Setting: Test is administered to a student in a different setting.*
8. Change in Personnel: Test is administered by other personnel known to the student (e.g., LEP, Title I, special education teacher).*
9. Home Setting: Test is administered to the student by school personnel in their home.
10. Front Row Seating: A student is seated in the front of the classroom when taking the test.*
11. N/A
EQUIPMENT ACCOMMODATIONS
12. Magnification: Student used equipment to magnify test materials.
13. Student (not groups of students) wears equipment to reduce environmental noises.
14. Template: Student uses a template.
15. Amplification: Student uses amplification equipment (e.g., hearing aid or auditory trainer) while taking test.
16. Writing Tools: Student uses a typewriter or word processor (without activating spell checker).
17. Voice Activation: Student speaks response into computer equipped with voice-activation software.
18. Bilingual Dictionary: Student uses a bilingual dictionary (Note: Bilingual dictionary could include a simplified English dictionary or glossary, subject area vocabulary list).*

<b>RECORDING ACCOMMODATIONS</b>
19. Dictation: Student dictates answers to a test administrator who records them in the Student Response Booklet.
20. Writing Tools: Student marks or writes answers with the assistance of a technology device or special equipment. Students' answers are transferred by the test administrator to the Student Response Booklet.
21. Assistive Technology: Another form of assistive technology routinely used by the student (that does not change the intent or content of the test) was used by the student (not groups of students).
<b>MODALITY ACCOMMODATIONS</b>
22. Oral Presentation Science and Mathematics: Tests are read to student by the test administrator. For the reading test, reading passages may <b>not</b> be read aloud. Note: Readers must read test items/questions to student word-for-word exactly as written. Readers may not clarify, elaborate, or provide assistance to students regarding the meaning of words, the intent of test questions, or responses to test items/questions.
23. Test Interpretation: Tests, including directions, are interpreted for students who are deaf or hearing-impaired (with the exception of interpreting the reading test).*
24. Test Directions with Verification: An administrator gives test directions with verification (by using a highlighter) so that student understands them.*
25. Test Directions Support: An administrator assists student in understanding test directions, including giving directions in native language.*
26. Braille: A Braille version of the test is used by the student.
27. Large Print: A large print version of the test is used by the student.
28. Other: With verification from OPI in advance of the testing window, some other approved accommodation is used by student.

\* Accommodation suggested as appropriate for Limited English Proficient (LEP) students

## Nonstandard CRT Accommodations

Nonstandard accommodations are changes in the way testing is presented or in the way a student responds to test questions that may alter what the test measures. Teams should exercise caution in considering whether a student requires a nonstandard accommodation. Nonstandard accommodations are available only for students with IEP/504 plans.

- A student using a nonstandard accommodation will not be counted as a participant and the student's results for the content area test **will not** be calculated in averages for AYP. Test administrators will code the nonstandard accommodation on page 2 of the student's Student Response Booklet.

The following is a partial listing, by example, of methods of administration that would be considered nonstandard.

NONSTANDARD ACCOMMODATIONS
29. Reading: Reading passages are read aloud to student, or student uses text-reader software for reading passages. A student for which this type of nonstandard accommodation might be used would be a student with a learning disability in reading who, without the text being read, could not participate in this portion of the test.
30. Mathematics: Student uses a calculator, number chart, arithmetic table, or manipulative on the no calculator sections of the mathematics test. A student for which this type of nonstandard accommodation might be used would be a student with a learning disability in mathematics who, without the use of a calculator, would not be able to perform any mathematics calculations or functions.
31. Other–Reading: With verification from OPI in advance of the testing window, some other approved accommodation is used by student.
32. Other–Mathematics: With verification from OPI in advance of the testing window, some other approved accommodation is used by student.
33. Other–Science: With verification from OPI in advance of the testing window, some other approved accommodation is used by student.

## **Instructions for Test Administrators**

### **Before Testing**

As test administrator, you will help ensure that testing proceeds smoothly and materials are properly accounted for. All test administrators must follow the instructions given in this manual to ensure the quality of assessment data.

All test items and responses in the CRT are secure material and may not be copied, duplicated, or retained in the school after testing is completed. To protect the security of the test, all test administrators must carefully follow the instructions in this manual for administering the test and handling the materials.

### **Scheduling Test Sessions**

The test must be given to students between March 2 and March 25. Schedule the testing in your school early enough during this period to allow time for makeup testing, if needed. You must also schedule testing for any students who require test accommodations that cannot be made during regular test sessions. All testing, including makeup sessions, must be completed no later than Wednesday, March 25, 2009.

The CRT is intended to be a measure of student proficiency rather than speed; therefore, suggested times should not be strictly enforced. Students should be allowed to continue as long as they are working productively. The chart on the next page reflects time ranges most students should need to complete the assessment. If a student needs additional time beyond the suggested time range, move the student to a predesignated area. Schools should set aside a separate classroom space on testing days to continue testing students who need more than the scheduled time per session to finish their work.

Announce ahead of time, not during testing, that students who complete a test session early may go back and check their work in that session of the test only or close their test booklets and sit quietly. Students may not work on any other session of the test. Since some students will finish early, it is important for them to be quietly occupied so they will not disturb students who require more time. The test sessions and suggested time to complete each session are shown in the chart on the next page. For details about calculator use, please see Appendix A on page 34.

## Suggested Testing Schedules and Session Lengths

<b>GRADES 3-8: READING</b>	
<b>Day 1</b>	Time Range (in minutes)
General Instructions	5–10
Session 1	45–55
<b>Day 2</b>	
Session 2	45–55
Break	
Session 3	45–55

<b>GRADES 3-8: MATHEMATICS</b>	
<b>Day 1</b>	Time Range (in minutes)
Session 1	45–55
<b>Day 2</b>	
Session 2	45–55
Break	
Session 3	45–55

<b>GRADES 4, 8, &amp; 10: SCIENCE</b>	
<b>Day 1</b>	Time Range (in minutes)
Session 1	45–50
<b>Day 2</b>	
Session 2	45–50
Break	
Session 3	45–50

<b>GRADE 10: READING</b>	
<b>Day 1</b>	Time Range (in minutes)
General Instructions	5–10
Session 1	50–60
<b>Day 2</b>	
Session 2	50–60
Break	
Session 3	50–60

<b>GRADE 10: MATHEMATICS</b>	
<b>Day 1</b>	Time Range (in minutes)
Session 1	50–60
<b>Day 2</b>	
Session 2	50–60
Break	
Session 3	50–60

## **Guidelines on Test Administration**

- For scheduling purposes, each session must be treated as an intact unit. That is, once students start a session of the test, they must finish it within the session block; under no circumstances may they go back to complete or revise an earlier session or forward to view or begin another session.
- Suggested total testing time is approximately 5 hours (7 hours and 30 minutes with science for grades 4, 8 and 10). Scheduling different test sessions over the course of at least three or four days is advised to minimize student fatigue and allow students to do their best work on the test. Test sessions may be scheduled to fit the overall school schedule.
- The CRT is an untimed test. The suggested schedule reflects the time needed by most students to complete the test. A student who is working productively without experiencing undue fatigue or frustrations may be allowed more time to complete the test. Extra time is no longer considered a standard accommodation.
- It is suggested that sessions be given in the order presented in the test booklet. However, a school may choose to alternate reading, mathematics, and science as long as sessions 1, 2, and 3 are completed in order within each content area.
- The test should not be administered to several classes of students grouped in one large room, such as a cafeteria or an auditorium. The test is designed to assess a wide range of student abilities and to provide information to schools and districts about student performance. All students should be tested in surroundings that will provide them with the opportunity to do their best work on the assessment. In schools where students in several classes are being tested, each classroom of students should take the same test session simultaneously to ensure test security.
- Testing schedules should be arranged so students do not become fatigued, especially for third- and fourth-grade students. Measured Progress suggests that these students not be tested any longer than two hours without an hour break in any one day. We recognize that this might not be possible or even the most convenient schedule for your students, but we urge you to space sessions appropriately.
- Be sure that the test administration sessions do not conflict with regularly scheduled daily activities, such as recess, snack breaks, and lunch. Sufficient time should be allowed for continuous administration of each test part.

### **Student Test Materials**

In addition to this manual, you will receive a set of student test materials for the group of students you will be testing. A complete set of materials for each student includes the following:

- Test booklet (grade 3 test booklet includes the Student Response Booklet)
- Student Response Booklet (except for grade 3)
- Student barcode label (place barcode label in the appropriate location on the front cover of the Student Response Booklet before the first test session)
- Mathematics Reference Sheet

In the class packs, there are eight different forms of the test booklet. It is important to remember that the different forms of the booklets have been mixed in the class packs for random distribution to students. Do not change the order of any forms.



## **Summary of Barcode and Coding Information**

Participants in the CRT and CRT-Alternate include the following types of schools:

- public schools
- treatment centers that are under contract with the Office of Public Instruction
- private accredited schools
- private non-accredited schools
- schools that test students who are not enrolled, such as home-schooled students

The tables on pages 16 and 17 provide specific information about barcode labels and coding for each school type.

If a student was absent for all test sessions, test administrators or designated staff must place the student's barcode label on the front cover of an otherwise blank Student Response Booklet and return it with all of the other completed Student Response Booklets.

If a student participated in the CRT-Alternate, test administrators or designated school staff must verify that the student's barcode label was correctly placed on the front cover of the test booklet and student scores are transferred to the Student Response Booklet.

## **During Testing**

During testing, the test administrator's primary responsibility is to:

- Encourage students to take the task seriously and to do their best on the tests;
- Give clear directions to students; and
- Monitor student performance to see that directions are followed.

Your school test coordinator will notify you about students who are excluded from all or parts of the test and about students who will take the test using accommodations. Students normally requiring accommodations for testing should be tested and the appropriate accommodations should be followed. Unless approved as an accommodation, you should not aid any student in reading, answering, or understanding the test questions, or help them in any way. Using the 2009 test materials prior to testing to familiarize students with test-taking strategies is a violation of test security.

Circumstances over which you have no control (fire drills or power failures, for example) may disturb the students. If an interruption occurs during testing, ask students to pass their test booklets in to you, if possible. When normal conditions are restored, redistribute the testing materials to students and resume testing. Interruptions should not reduce the total amount of time students are given to complete the test session.

	Public	Residential Treatment Facilities	Private Accredited Schools	Private Non-Accredited Schools	Home-schooled Students
	All students need either a barcode label or a state student ID on their SRBs.	All students need either a barcode label or a state student ID on their SRBs.	All students need either a barcode label or a state student ID on their SRBs.	Students need complete coding.	Students need complete coding.
<b>Students with barcode labels</b>	Barcode information is provided to Measured Progress by the OPI AIM system as of 2/3/2009. All students enrolled during the January assessment registration should have a barcode label.	Barcode information is provided to Measured Progress by the OPI AIM system as of 2/3/2009. All students enrolled during the January assessment registration should have a barcode label.	Barcode information is provided to Measured Progress by the OPI AIM system as of 2/3/2009. All students enrolled during the January assessment registration should have a barcode label.	N/A	N/A
<b>New students/students without barcode labels</b>	If a student <u>does not</u> have a barcode label and is enrolled in a public or private accredited school, please contact your school's AIM specialist who will provide you with a 9 digit state student ID number. Since there is no barcode label, the "state student ID" box must be bubbled on page 1 of the SRB. All students enrolled in a public or non-public accredited school in Montana must have a state student ID number on the used SRB returned to Measured Progress. <b>Only code the "state student ID" box if you do not have a student barcode label.</b>	Request state student ID from previous school. If a student does not have a barcode label and is enrolled in a public school, please contact your school's AIM specialist who will provide you with a state student ID number. Once you have the state student ID, bubble the student ID number in the box on page one of the student's SRB. <b>Only code the "state student ID" box if you do not have a student barcode label.</b>	If a student <u>does not</u> have a barcode label and is enrolled in a public or private accredited school, please contact your school's AIM specialist who will provide you with a 9 digit state student ID number. Since there is no barcode label, the "state student ID" box must be bubbled on page 1 of the SRB. All students enrolled in a public or non-public accredited school in Montana must have a state student ID number on the used SRB returned to Measured Progress. <b>Only code the "state student ID" box if you do not have a student barcode label.</b>	N/A	N/A

	Public	Residential Treatment Facilities	Private Accredited Schools	Private Non-accredited Schools	Home-schooled Students
<b>How to complete the SRB</b>	<p><b>Before testing, page 1</b> Affix student barcode label or, if there is no barcode label, bubble the state student ID box on page 1</p> <p><b>During testing, page 1</b> All students will code the “Form” box during testing, with the exception of grade 3 students. Students will write their teacher’s name in the appropriate box.</p> <p><b>After testing, page 2</b> Complete sections 1 and 2, if applicable. Note that the last bubble in Section 1 is necessary to identify students who participated through the CRT-Alt.</p>	<p><b>Before testing, page 1</b> Affix student barcode label or if there is no barcode label, bubble the state student ID in the box on page 1.</p> <p><b>During testing, page 1</b> All students will code the “Form” box during testing with the exception of grade 3. Students will write their teacher’s name in the appropriate box.</p> <p><b>After testing, page 2</b> Complete sections 1 and 2, if applicable. Note that the last bubble in Section 1 is necessary to identify students who participated through the CRT-Alt.</p>	<p><b>Before testing, page 1</b> Affix student barcode label or if there is no barcode label, bubble the state student ID in the box on Page 1.</p> <p><b>During testing, page 1</b> All students will code the “Form” box during testing with the exception of grade 3. Students will write their teacher’s name in the appropriate box.</p> <p><b>After testing, page 2</b> Complete sections 1 and 2, if applicable. Note that the last bubble in Section 1 is necessary to identify students who participated through the CRT-Alt.</p>	<p><b>Before testing, page 1</b> Complete “Student Name”, “School Code”, and “Birth Date” boxes.</p> <p><b>During testing, page 1</b> Students will write their teacher’s name in the appropriate box. All students will code the “Form” box during testing, with the exception of grade 3.</p> <p><b>After testing, page 2</b> Completing section 3 information in “Gender”, “Ethnicity” and “Program Information” boxes is <u>optional</u>.</p>	<p><b>Before testing, page 1</b> Complete “Student Name”, “School Code”, “Local Student ID” and “Birth Date” boxes.</p> <p><b>During testing, page 1</b> Students will write their name and their teacher’s name in the appropriate boxes, and code the “Form” box.</p> <p><b>After testing, page 2</b> Complete sec. 1 on page 2. The box with “Student enrolled” info is required. Complete Sec. 3 info in “Gender”, “Ethnicity” and “Program Info” boxes is <u>optional</u>.</p>
<b>Students no longer enrolled</b>	Affix student barcode label to “Voided and Unused Barcode Label” form. Loosely place form(s) with used answer document envelopes in the “Return of Used Answer Document” boxes for return to Measured Progress.	Affix student barcode label to “Voided and Unused Barcode Label” form. Loosely place form(s) with used answer document envelopes in the “Return of Used Answer Document” boxes for return to Measured Progress.	Affix student barcode label to “Voided and Unused Barcode Label” form. Loosely place form(s) with used answer document envelopes in the “Return of Used Answer Document” boxes for return to Measured Progress.	N/A	N/A

## Administration Instructions and Scripts

The following pages detail the procedures to be followed for each test session. Please review the step-by-step directions before beginning each part of the test. As you review the directions, familiarize yourself with the appropriate sections of a test booklet. Directions to the students should only take a few minutes so that most of their time can be spent answering the test questions.

To ensure consistent and accurate test administration, a “script” for each session (material to be read aloud to students) is provided in bold print. Directions to you within the scripts are in parentheses. Additional directions for you are printed as regular text. Please be aware that within the scripts there is grade-specific data. Please only read the data for the grade you are administering the test to.

### General Instruction Session to Verify and Complete Student Information

**Materials Needed: Test Booklets, Student Response Booklets (barcode labels should have been previously placed on each Student Response Booklet) and #2 Pencils (highlighters are permitted but optional).**

Mathematics Reference Sheets will be used during the mathematics test sessions; therefore, please set them aside during reading and science test sessions.

**NOTE:** Before you begin this session, please write the following items on the chalkboard.

- Teacher name
- Suggested testing time (update for each test session as needed)
- Keep working until you reach the stop sign for the session, located on the bottom-right corner of the page.
- Do not go beyond the stop sign for the session.
- When you finish the test session, you may check your work in that test session only.
- For constructed-response questions, make sure your work fits in the space provided.
- Mark the answer to each multiple choice question by filling in the correct bubble on your Student Response Booklet. (Grade 3 students will mark their answers directly in their test booklets)

Please distribute the test booklets to the students. Test administrators should have placed barcode labels on each Student Response Booklet before the start of this session. Students will be asked to verify that the name printed on the barcode label is correct.

*Read aloud to students in grades 3–8 and 10:*

**During the next few days, you will be taking tests in reading, mathematics, (and science in grades 4, 8 and 10). These tests will not affect your grades in school. They will help us measure how well we are teaching you. You may not be able to answer every question, but you should take them seriously, and give your best effort because the decisions we make based on these tests will affect you and all students. During all of the test sessions, you must use a #2 pencil to write and mark your answers. If you do not have a #2 pencil, please raise your hand.** (Supply a #2 pencil to students

who need one.) **During the test you may highlight or underline text in the test booklet. Highlighters may not be used in the Student Response Booklet.**

**First verify that the Student Response Booklet you have received is correct. Please look at the barcode label located on the right side of the front cover. It should have your name on it. Please verify that your name is on the label. (Pause.)**

**Now you will fill out some identification information in the right, upper corner of your Student Response Booklet just below the picture. (Hold up a Student Response Booklet to demonstrate.) On the cover of the Student Response Booklet, please print my name, as it is written on the board, on the line that says “Teacher Name.” (Pause.)**

*Read the following paragraph aloud to students in grades 4–8 and 10:*

**Directly underneath teacher name you will see Box F, “Form.” Fill out the form number section by bubbling in the number of your test form. Can everyone locate your form number? It is located on the front cover of your test booklet, in the center, directly underneath the word “Grade.” Does anyone need help? (Before moving on, walk around the room to verify that the form numbers have been correctly coded on each Student’s Response Booklet.)**

**Thank you for completing this information. We will now begin test session 1. Please turn to the page that says “General Directions” and follow along as I read the directions. (Pause.)**

## General Directions

*Read aloud to students in grades 3, 5, 6 and 7:*

**“This test contains six sessions; three in reading and three in mathematics. The sessions are made up of multiple-choice questions and questions for which you must show your work or explain your answers. Write your answers to all of the questions in your Student Response Booklet (*directly in the test booklet in grade 3*).**

*Read aloud to students in grades 4, 8 and 10:*

**“This test contains nine sessions; three in reading, three in mathematics, and three in science. The sessions are made up of multiple-choice questions and questions for which you must show your work or write out your answers. Write your answers to all of the questions in your Student Response Booklet (*directly in the test booklet in grade 3*).**

*Read aloud to students in grades 3–8 and 10:*

**For each multiple-choice question, choose the best answer. Fill in the bubble in your Student Response Booklet (*directly in the test booklet in grade 3*) that corresponds to your answer for that question.**

**Some questions ask you to show your work or to explain your answers. Write your answers to these questions in the spaces provided in your Student Response Booklet (*directly in the test booklet in grade 3*). Your answers must fit in the spaces provided. Any part of an answer outside the box will not be scored. Be sure to answer all parts of each question, and to answer completely. For example, if a question asks you to explain your reasoning or show your work, be sure to do so. You can receive points for a partially correct answer, so try to answer every question.”**

**Are there any questions?** (Answer any questions the students may have.)

## Reading Instructions (Grades 3–8 And 10)

*Read aloud to students in grades 3–8 and 10:*

**In the reading sections of the test, there are two kinds of questions, multiple-choice and constructed-response.**

**Multiple-Choice:** For each question you will be given four answer choices: A, B, C and D. Choose the correct answer from the four choices. Each question has only one right answer. After you have chosen the correct answer to a question, find the question number on your Student Response Booklet and completely fill in the bubble (*grade 3 will fill in the bubble directly in their test booklet*) for the answer you chose.

**If you decide to change an answer to a question, erase the wrong mark completely before filling in the bubble of the new answer. Be sure you only have one answer marked for each question. If two bubbles are filled in for the same question, that question will be scored as incorrect. If you are having difficulty answering a question, skip the question and come back to it later.**

**Constructed-Response:** Write your answer for each constructed-response question in the answer box provided. Any part of an answer outside the box will not be scored. It should take you between 5 and 10 minutes to answer. Plan your work so that you have plenty of time to answer these longer questions.

**If you do not know the answer to a question, you should make your best guess. You may mark your test booklet and underline or highlight important ideas in the reading selection if you think that will help you; however, you must fill in the appropriate bubble on your Student Response Booklet (*directly in the test booklet in grade 3*).**

## **Reading – Session 1 (Grades 3–8 and 10)**

**Materials Needed: Test booklets, Student Response Booklets, and #2 pencils**

*Read aloud to students in grades 3-8 and 10:*

**In your test booklet, turn to the section that says “Reading – Session 1.” (Pause.)**

**For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your test booklet. As long as you are working productively, you will be given time to finish the test.**

**If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.**

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

*Once the test session has ended, say to the students:*

**The testing period has now ended. Please put your pencil down, insert your Student Response Booklet into your test booklet, and close your test booklet.**

*For grade 3 say:*

**The testing period has now ended. Please put your pencil down and close your test booklet.**

Collect all test materials and store them in a secure place until the next scheduled part of the test.



## **Reading – Session 2 (Grades 3–8 and 10)**

**Materials Needed: Test booklets, Student Response Booklets, and #2 pencils**

If the test booklets and Student Response Booklets were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute #2 pencils to students who need them.

*Read aloud to students in grades 3–8 and 10:*

**In your test booklet, turn to the session that says “Reading – Session 2.” (Pause.)**

**For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your test booklet. As long as you are working productively, you will be given time to finish the test.**

**If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have). You may begin.**

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range, may be relocated to a predetermined location within the school.

*Once the test session has ended, say to the students:*

**The testing period has now ended. Please put your pencil down, insert your Student Response Booklet into your test booklet, and close your test booklet.**

*For grade 3 say:*

**The testing period has now ended. Please put your pencil down and close your test booklet.**

Collect all test materials and store them in a secure place until the next scheduled part of the test.

## **Reading – Session 3 (Grades 3–8 and 10)**

**Materials Needed: Test booklets, Student Response Booklets, and #2 pencils**

If the test booklets and Student Response Booklets were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute #2 pencils to students who need them.

*Read aloud to the students in grades 3–8 and 10:*

**In your test booklet, turn to the session that says “Reading – Session 3.” (Pause.)**

**For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your test booklet. As long as you are working productively, you will be given time to finish the test.**

**If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have). You may begin.**

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

*Once the test session has ended, say to the students:*

**The testing period has now ended. Please put your pencil down, insert your Student Response Booklet into your test booklet, and close your test booklet.**

*For grade 3 say:*

**The testing period has now ended. Please put your pencil down and close your test booklet.**

Collect all test materials and store them in a secure place until the next scheduled part of the test.

## Mathematics Instructions (Grades 3–8 and 10)

*Read aloud to students in grades 3–8 and 10:*

**In the mathematics sections of the test, there are three kinds of questions: multiple-choice, short-answer and constructed-response.**

**Multiple-Choice:** For each question you will be given four answer choices: A, B, C and D. You are to choose the correct answer from the four choices. Each question has only one right answer. After you have chosen the correct answer to a question, find the question number on your Student Response Booklet and completely fill in the bubble (*grade 3 will fill in the bubble on their test booklet*) for the answer you chose.

If you decide to change an answer to a question, erase the wrong mark completely before filling in the bubble of the new answer. Be sure you only have one answer marked for each question. If two bubbles are filled in for the same question, that question will be scored as incorrect. If you are having difficulty answering a question, skip the question and come back to it later.

**Short-Answer:** These questions will ask you to answer a math problem. Write your answers in the space provided in your Student Response Booklet.

**Constructed-Response:** Write your answer to these questions in the answer box provided. These questions will ask you to show your work or to explain how you got your answer. Be sure to answer all parts of each question and label your answers to each part appropriately (a, b, c, etc.) if the question requires it. Any part of your answer that is not in the constructed-response box will not be scored.

A graphing grid is provided in the constructed-response box as a tool, but is not always needed to answer the question. It should take you between 5 and 10 minutes to answer each constructed-response question. Plan your work so that you have plenty of time to answer these longer questions.

If you do not know the answer to a question, you should make your best guess. You may mark your test booklet and underline or highlight important ideas in the questions if you think that will help you; however, you must fill in the appropriate bubble on your Student Response Booklet (*directly in the test booklet in grade 3*).

## **Mathematics – Session 1 (Grades 3–8 and 10)**

**Note: Calculators are NOT allowed in this session of the test.**

**Materials Needed: Test booklets, Mathematics Reference Sheets, and #2 pencils**

If the test booklets, Student Response Booklets, and reference materials were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute the Mathematics Reference Sheets and #2 pencils to students who need them.

*Read aloud to students in grades 3–8 and 10:*

**Please open your test booklets to the page that says “Mathematics – Session 1” at the top of the page. (Pause.) Now, please take a moment to punch out any items, such as rulers and protractors, on the Mathematics Reference Sheet if necessary. (Pause, allow students time to punch out the items on the Mathematics Reference Sheet).**

**For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your test booklet. As long as you are working productively, you will be given time to finish the test.**

**You may use your Mathematics Reference Sheet to help you answer questions in this session. Choose the best answer for each multiple-choice question and fill in the bubble in your Student Response Booklet that corresponds to your answer choice. Write your answers to the short-answer questions in the space provided. Be sure to answer all parts of each constructed-response question and label your answers to each part (a, b, c, etc.) if the question requires it.**

**If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.**

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

*Once the test session has ended, say to the students:*

**The testing period has now ended. Please put your pencil down, insert your Mathematics Reference Sheet, any punched out materials and your Student Response Booklet into your test booklet, and close your test booklet.**

*For grade 3 say:*

**The testing period has now ended. Please put your pencil down and close your test booklet.**

Collect all test materials and store them in a secure place until the next scheduled part of the test.

## **Mathematics – Session 2 (Grades 3, 4 and 5)**

**Note: Calculators are NOT allowed in this session of the test.**

**Materials Needed: Test booklets, Mathematics Reference Sheets, and #2 pencils**

If the test booklets, Student Response Booklets and reference materials were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute #2 pencils to students who need them.

*Read aloud to students in grades 3, 4 and 5:*

**Please open your test booklets to the page that says “Mathematics – Session 2” at the top of the page. (Pause.)**

**For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your test booklet. As long as you are working productively, you will be given time to finish the test.**

**You may use your Mathematics Reference Sheet to help you answer questions in this session. Choose the best answer for each multiple-choice question and fill in the bubble in your Student Response Booklet that corresponds to your answer choice. Write your answers to the short answer questions in the space provided. Be sure to answer all parts of each constructed response question and label your answers to each part (a, b, c, etc.) if the question requires it.**

**If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.**

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

*Once the test session has ended, say to the students:*

**The testing period has now ended. Please put your pencil down, insert your Mathematics Reference Sheet, any punched out materials, and your Student Response Booklet into your test booklet, and close your test booklet.**

*For grade 3 say:*

**The testing period has now ended. Please put your pencil down and close your test booklet.**

Collect all test materials and store them in a secure place until the next scheduled part of the test.

## **Mathematics – Session 2 (Grades 6–8 and 10)**

**Note: Calculators ARE allowed in this session of the test.**

**Materials Needed: Test booklets, Mathematics Reference Sheets, calculators (school-owned or student-owned) and #2 pencils**

If the test booklets, Student Response Booklets and reference materials were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute calculators and #2 pencils to students who need them.

*Read aloud to students in grades 6, 7, 8 and 10:*

**Please open your test booklets to the page that says “Mathematics – Session 2” at the top of the page. (Pause.)**

**For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your test booklet. As long as you are working productively, you will be given time to finish the test.**

**You may use your Mathematics Reference Sheet and calculator to help you answer questions in this session. Choose the best answer for each multiple-choice question and fill in the bubble that corresponds to your answer choice. Write your answers to the short-answer questions in the space provided. Be sure to answer all parts of each constructed-response question and label your answers to each part (a, b, c, etc.) if the question requires it.**

**If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.**

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

*Once the test session has ended, say to the students:*

**The testing period has now ended. Please put your pencil down, insert your Mathematics Reference Sheet, any punched out materials, and your Student Response Booklet into your test booklet, and close your test booklet.**

*For grade 3 say:*

**The testing period has now ended. Please put your pencil down and close your test booklet.**

Collect all test materials and store them in a secure place until the next scheduled part of the test.

## **Mathematics – Session 3 (Grades 3–8 and 10)**

**Note: Calculators ARE allowed in this session of the test.**

**Materials Needed: Test booklets, Mathematics Reference Sheets, calculators (school-owned or student-owned) and #2 pencils**

If the test booklets, Student Response Booklets and reference materials were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute calculators and #2 pencils to students who need them.

*Read aloud to students in grades 3–8 and 10:*

**Please open your test booklets to the page that says “Mathematics Session 3” at the top of the page. (Pause).**

**For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your test booklet. As long as you are working productively, you will be given time to finish the test.**

**You may use your Mathematics Reference Sheet and calculator to help you answer questions in this session. Choose the best answer for each multiple-choice question and fill in the bubble that corresponds to your answer choice. Write your answers to the short answer questions in the space provided. Be sure to answer all parts of each constructed response question and label your answers to each part (a, b, c, etc.) if the question requires it.**

**If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.**

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

*\*\*\*For grades 3, 5, 6 and 7, this is the end of the test. Please collect all Student Response Booklets and test booklets and go to the section of the manual labeled “Returning Test Materials to the School Test Coordinator.” Students may keep their Mathematics Reference Sheets.\*\*\**

*Once the test session has ended, say to the students in grades 3, 5, 6 and 7:*

**The testing period has now ended. Please put your pencil down. I will collect your Student Response Booklet and test booklet. You may keep your Mathematics Reference Sheet.**

*Once the test session has ended, say to the students in grades 4, 8 and 10:*

**The testing period has now ended. Please put your pencil down, insert your Student Response Booklet into your test booklet, and close your test booklet.**

Collect all test materials and store them in a secure place until the next scheduled part of the test.

## Science Instructions (Grades 4, 8 and 10)

If the student test booklets and Student Response Booklets were collected after the last test session, return them to the students. Each student must have his or her original test materials.

*Read aloud to students in grades 4, 8 and 10:*

**In the science sections of the test, there are two kinds of questions: multiple-choice and constructed-response.**

**Multiple-Choice:** For each question you will be given four answer choices: A, B, C and D. You are to choose the correct answer from the four choices. Each question has only one right answer. After you have chosen the correct answer to a question, find the question number on your Student Response Booklet and completely fill in the bubble for the answer you chose.

**If you decide to change an answer to a question, erase the wrong mark completely before filling in the bubble of the new answer. Be sure you only have one answer marked for each question. If two bubbles are filled in for the same question, that question will be scored as incorrect. If you are having difficulty answering a question, skip the question and come back to it later.**

**Constructed-Response:** These questions will ask you to show the work you did to get an answer or to explain your work or reasoning. Write your answer to the constructed-response questions in the box provided. Be sure to answer all parts of each question and label your answers to each part (a, b, c, etc.) if the question requires it. It should take you between 5 and 10 minutes to answer the constructed-response question. Plan your work so that you have plenty of time to answer this longer question.

**If you do not know the answer to a question, you should make your best guess. You may mark your test booklet and underline or highlight important ideas in the questions if you think that will help you; however, you must fill in the appropriate bubble on your Student Response Booklet.**



## **Science – Session 1 (Grades 4, 8 and 10)**

### **Materials Needed: Test booklets, Student Response Booklets, and #2 pencils**

If the test booklets and Student Response Booklets were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute #2 pencils to students who need them.

*Read aloud to students in grades 4, 8 and 10:*

**Please open your test booklets to the page that says “Science – Session 1” at the top. (Pause.)**

**For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your test booklet. As long as you are working productively, you will be given time to finish the test.**

**If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.**

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

*Once the test session has ended, say to the students:*

**The testing period has now ended. Please put your pencil down, insert your Student Response Booklet into your test booklet, and close your test booklet.**

Collect all test materials and store them in a secure place until the next scheduled part of the test.

## **Science – Session 2 (Grades 4, 8 and 10)**

**Materials Needed: Test booklets, Student Response Booklets, and #2 pencils**

If the test booklets and Student Response Booklets were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute #2 pencils to students who need them.

*Read aloud to students in grades 4, 8 and 10:*

**Please open your test booklets to the page that says “Science – Session 2” at the top. (Pause.)**

**For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your test booklet. As long as you are working productively, you will be given time to finish the test.**

**If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.**

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

*Once the test session has ended, say to the students:*

**The testing period has now ended. Please put your pencil down, insert your Student Response Booklet into your test booklet, and close your test booklet.**

Collect all test materials and store them in a secure place until the next scheduled part of the test.

## **Science – Session 3 (Grades 4, 8 and 10)**

**Materials Needed: Test booklets, Student Response Booklets, and #2 pencils**

If the test booklets and Student Response Booklets were collected after the last test session, return them to the students. Each student must have his or her original test materials. Distribute #2 pencils to students who need them.

*Read aloud to students in grades 4, 8 and 10:*

**Please open your test booklets to the page that says “Science – Session 3” at the top. (Pause.)**

**For this session, the school has scheduled an appropriate amount of time during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of this session, please stop at the stop sign located at the bottom right corner of your test booklet. As long as you are working productively, you will be given time to finish the test.**

**If you finish this session early, you may go back and check your answers in this part only. You may not go forward or back to look at other sessions. Are there any questions? (Answer any questions the students may have.) You may begin.**

Circulate from time to time during the session. Since this is not a timed test, students who are not finished after the allotted time range may be relocated to a predetermined location within the school.

*Once the test session has ended, say to the students:*

**The testing period has now ended. Please put your pencil down. I will collect your Student Response Booklets and test booklets.**

## **Returning Test Materials to the School Test Coordinator**

Collect all test materials and store them in a secure place for return to your school test coordinator.

Be sure to return all used and unused test materials to your school test coordinator on or before Thursday, March 26th

- Place used Student Response Booklets (including partially completed tests and Student Response Booklets for enrolled students who did not take the test) placed in the large white envelope labeled “For return of used answer documents.”
- Return unused test materials to your test coordinator separately. Please remember these materials should also be kept secure.

## APPENDIX A: GUIDELINES FOR USE OF CALCULATORS

Mathematics “calculator” test sessions assess students’ problem-solving skills. The computation burden for students will be reduced if calculators are used, permitting students to demonstrate their problem-solving skills more accurately. Computation skills are assessed in “no-calculator” test sessions.

Use of calculators in the mathematics “no calculator” sessions constitutes a testing irregularity. Use of calculators in these sessions can result in a student not being considered a participant in the mathematics test and can invalidate the student’s scores.

We suggest that students use calculators that are familiar to them (their own personal or school owned calculators). This will ensure that students are comfortable during the test and not burdened by unfamiliar calculator functions. (Test administrators may wish to have additional calculators on hand to loan to students, as needed.) Items on any of the math assessments of the CRT - calculator sections can be answered using a four-function calculator. However, it is possible for students to answer the items without the aid of a calculator

Although practice varies, the calculator types listed below are commonly used in classes in grades 3-8 and 10 and are allowed on the CRT - calculator sections; however, the most important factor is a student’s familiarity with the calculator being used.

Grades 3, 4, 5 and 6: Four-function calculator

Grades 7 & 8: Scientific calculator

Grade 10: Graphing calculator

### CAUTION:

- graphing calculators and others with memory capacity are potential hazards to test security
- if a student most commonly uses this type of calculator, the test administrator must clear the memory BOTH before and after testing for each student
- students must not share calculators during testing

### MATHEMATICS SCHEDULE FOR USE OF CALCULATORS

GRADES 3-5 MATHEMATICS CALCULATOR USE	
<b>Day 1</b>	
Session 1	Calculators are <b>NOT</b> allowed
<b>Day 2</b>	
Session 2	Calculators are <b>NOT</b> allowed
Break	
Session 3	Calculators <b>ARE</b> allowed

GRADES 6-8 & 10 MATHEMATICS CALCULATOR USE	
<b>Day 1</b>	
Session 1	Calculators are <b>NOT</b> allowed
<b>Day 2</b>	
Session 2	Calculators <b>ARE</b> allowed
Break	
Session 3	Calculators <b>ARE</b> allowed